

NOTIFICATION MATRIX ABBREVIATIONS

Enclosure (1)

PHOTO- DUTY PHOTOGRAPHER
BSC- BASE SAFETY CENTER
ARFF- AIRCRAFT RESCUE FIREFIGHTERS
CHP- CHAPLAIN
FAC- FACILITIES DEPARTMENT
FSC- FAMILY SERVICE CENTER
MAW- MARINE AIR WING AVIATION SUPPORT ELEMENT
MCAF- MARINE CORPS AIR FACILITY
CMD- COMMAND UNIT
CDO- COMMAND DUTY OFFICER
EOC- EMERGENCY OPERATION CENTER
DPM- DEPUTY PROVOST MARSHAL
PM- PROVOST MARSHAL
PS- PROVOST SERGEANT
1STSQT-FIRST SERGEANT

Figure 7-1.--Example Notification Matrix

27 AUG 2008

Section 7300 - Dispatchers in Support of Crisis Management/NIMS

7301. Purpose. This section provides supplemental guidance to Dispatch/Communications Centers (Desk/Dispatch Teams) for operating within the NIMS framework.

7302. Policy. Dispatch/Communications Centers have specific responsibilities to execute the communications plan, assign and monitor radio communications frequencies, and maintain communications logs/disseminate timely information to the IC (or Unified Incident Commander) in accordance with established procedures.

7303. Procedures

1. Section 3000 outlines, in great detail, the required training and reference publications for implementation of NIMS at the installation level. Dispatch/Communications Center personnel must be completely familiar with the requirements and procedures therein.

2. The following standard forms are used during communications operations in support of NIMS.

a. ICS-205 Incident Radio Communications Plan- for tracking radio assignments, disposition, and remarks

b. ICS-205a Incident Communications List- a simple communications log

c. ICS-210 Status Change Form- for tracking the status of response units and designated incident personnel

d. ICS- 216 Radio Requirement Worksheet- pre-incident form for identifying responding agency radio requirements. Used in EOC stand up operations.

e. ICS-217 Radio frequency Assignment Worksheet- aids communications personnel in tracking and communicating with multi-agency response teams.

3. Beyond the requirements set forth in the each of the reference documents, the following over-arching principles drive the operations of Dispatch/Communications support of NIMS at the PMO/MCPD level:

27 AUG 2008

a. Dispatch/Communications Center personnel must be able to calmly, clearly, and concisely convey accurate and timely information to all levels of incident response personnel.

b. Information flow must be sustained both up and down the chain of command. As critical as it is to provide the commander with information, it is equally important to disseminate guidance, direction, and changing incident objectives down to the level of the first responder.

c. Use of the standard forms should happen in real time and concurrent to operations. The forms, if used properly, aid the individual communicator in organizing, tracking, and disseminating a large volume of information to a wide variety of consumers in limited time.

4. PMS/CPs are responsible for ensuring all Dispatch/Communications Center personnel are trained, and operating procedures are in place, well in advance of an incident. Section 3000 contains more guidance on additional responsibilities in support of NIMS.

27 AUG 2008

Chapter 8

Operations Procedures

Section 8000 - Watch Commanders, Successive Authority, and Support of NIMS

8001. Purpose. This section establishes guidelines for watch commanders, successive authority and NIMS.

8002. Policy. Each patrol shift is directed by leaders/supervisors capable of making decisions and acting per PMO/MCPD policies, procedures, practices, functions and objectives. A Watch Commander normally serves this function in a PMO/MCPD. Successive authority passes authority to the next senior MP/police officer when the person in authority is unable or unavailable to exercise his/her authority. All Watch Commanders must be familiar with and be able to execute NIMS.

8003. Definitions

1. Watch Commander. A Watch Commander is the senior military policeman or supervisory police officer assigned to a watch, is responsible for all personnel assigned to the watch, and acts with the authority of the PM/PC.

8004. Procedures. Watch Commanders shall:

1. Keep informed of conditions within the department and maintain lines of communication with superior and subordinate MPs/police officers, keeping them informed on pertinent matters.
2. Supervise and monitor subordinate MPs/police officers to ensure efficient operation of the shift and compliance with all departmental policies, rules, orders and procedures.
3. Promptly correct mistakes by subordinate MPs/police officers assigned to his/her shift.
4. Motivate, train, instruct and counsel MPs/police officers under his/her leadership.
5. Recommend awards for personnel who demonstrate excellence.
6. Ensure that MPs/police officers in his/her shift are familiar and in compliance with, the policies, rules, orders and procedures of the department.

7. Enforce discipline among personnel in his/her shift and take appropriate action when violations are noted. Report disciplinary problems, along with recommendations, to the chain of command.
8. Evaluate the performance of subordinate personnel according to established procedures.
9. Review case reports and other work done by MPs/police officers to ensure duties are completed properly.
10. Assume responsibility for properly preparing, transmitting and filing reports, forms and records pertaining to his/her shift.
11. Make duty assignments for personnel in his/her shift and require that those duty assignments be completed in compliance with established policies, rules, orders and procedures of the department.
12. Assume responsibility for informing the PM/PC, Operations Officer, Operations Chief of the facts and circumstances pertaining to serious crimes or of significant departmental concern, and supervise such matters until relieved by competent authority as specified by department policies and procedures.
13. Be responsible for holding a daily roll call for all personnel assigned to his/her shift. Such roll call shall include the reading of any pertinent information from the daily log (BOLOs, missing persons, stolen vehicles, major incidents, etc.) and the exchange of any other information necessary for the efficient operation of the shift.
14. Ensure that roll call training is presented to MPs/police officers in his/her shift.
15. Assume responsibility for supervising the treatment of juveniles taken into custody by MPs/police officers in his/her shift based on applicable departmental policies and procedures.
16. Inspect the appearance and equipment of MPs/police officers in his/her shift and ensure equipment and uniforms are maintained and worn properly.
17. Ensure that the activities of his/her shift and other pertinent information are entered on the desk journal, or as required.

27 AUG 2008

18. Participate in the process of setting goals for the shift and monitor the performance of subordinate personnel in attaining those goals.

19. Perform and/or direct such other duties as may be required by applicable regulations and laws, or as directed by the chain of command

20. Assist in the analysis of current crime problems and the development of preventative and special enforcement strategies to combat those problems.

21. Be familiar with and execute NIMS. See sections 3000 and 3300 for more information.

27 AUG 2008

Section 8100 - Access Control and Gate Procedures

8101. Purpose. This section provides guidance for access control and gate procedures for Marine Corps installations.

8102. Policy. Gates facilitate/control the flow of authorized vehicles/pedestrians entering and exiting. Gates will be limited to the number required for efficient operations. Such factors as the centers of activity and personnel, security/safety concerns, and efficient vehicular ingress and egress should be considered in locating and manning gates.

8103. Procedures1. Access Control - Vehicle Access

a. Privately Owned Vehicles (POVs). All POVs of personnel assigned to installations are required to be registered with a DOD decal within 30 days of assignment or purchasing the vehicle. PMO/MCPD may issue temporary passes as required. All visitor (without an Armed Force Identification or U.S. Uniformed Services (AFID) card or DOD issued Common Access Card (CAC)) POVs must have either a DOD decal, an installation temporary pass, other Service installation temporary pass, or an installation visitor's pass to gain access to and operate a POV on the installation. Subparagraph 8103.1f addresses temporary passes. Failure to consent to a search or inspection of any vehicle, person, or property attempting to access the installation or the inability/unwillingness to produce valid documents is grounds to deny access. PMO/MCPD will only issue a DOD decal when all requirements are met, which includes providing a valid: state vehicle registration, proof of insurance and driver's license. Failure to maintain these requirements will result in the confiscation of any DOD decal and/or installation pass.

b. Government Vehicles. When asked by MPs/police officers or road masters, drivers of the installation and tenant unit government vehicles, including non-appropriated fund vehicles, must present an off installation dispatch to leave the installation with the vehicle. Drivers of government vehicles from off installation commands may be required to present trip tickets for entry and exit.

c. Decal Requirements. To obtain and retain a DOD decal, eligible applicants must possess the following:

(1) Valid state registration certificate. Registration certificates indicating ownership (purchased or leased) of the vehicle will be presented at the PMO/MCPD. PMO/MCPD will issue decals only to registered owners unless family members of active duty personnel or retirees wish to register vehicles in their sponsor's name. People desiring to register vehicles in their sponsor's name must have a United States Uniformed Services Identification and Privilege card with their sponsor's name.

(2) Insurance. Applicants must present a valid insurance card or signed certification form certifying that the vehicle's insurance policy is current and contains the minimum liability coverage. Minimum liability coverage is \$25,000 per person for bodily injury and \$10,000 per accident for property damage, or the minimum requirement for the state the installation is located in, whichever is higher.

(3) Valid driver's license. A valid driver's license must be presented for the type of vehicle to be registered. Idaho, Iowa, Kansas, Mississippi, Oklahoma, and West Virginia do not require special operator endorsements of any type to operate a motorcycle. All other states require special endorsements or typed affidavits. Motorcycle and motor scooter operators from these states and territories must have either a code entered on their license that permits operation of motorcycles or motor scooters, or must possess a state instruction permit, or motorcycle or motor scooter license, to operate such a vehicle in the state and aboard the installation.

(4) Safety inspection. Privately owned vehicles (POVs) must have an inspection sticker if licensed in a state requiring inspection.

d. Decal Removal. DOD decals remain the property of the U.S. Government when applied to POVs. MPs/police officers and security officers/personnel may remove a decal when determined necessary. Some reasons for removal are as follows.

(1) Vehicle no longer complies with this section.

(2) Vehicle ownership transferred.

(3) Vehicle owner's installation driving privileges are revoked or suspended.

(4) Vehicle was towed off the installation because it was illegally parked.

27 AUG 2008

(5) Vehicle owner/operator refuses to permit a search of the vehicle during an authorized vehicle inspection.

(6) Vehicle was used in the commission of an offense.

(7) Decal appears altered or deteriorated.

(8) Fraudulent, inaccurate or incomplete application information is determined, or failure to provide updated information.

(9) Fraudulent use of a decal/pass to gain access to the installation.

(10) Vehicle contains narcotics, narcotics paraphernalia, or contraband.

(11) Vehicle owner has been identified by urinalysis as positive for illicit drug use.

(12) Abandoned vehicles that have been impounded.

e. Permanent Registration

(1) Categories and Placement. Categories include military, reserve, and civilian decals. PMO/MCPD will issue each qualified vehicle a DD Form 2220 (decal), a color-coded installation tab bearing the name of the installation, and registration expiration tabs. Place decals centered at the top of the windshield or lower driver's side windshield, as not to obstruct the vehicle's Vehicle Identification Number (VIN), for automobiles, and at the left front fork for motorcycles, or where it is clearly visible to the gate sentries. Position the installation tab below and abutting the DD Form 2220. PMO/MCPD will issue red installation tabs to enlisted military personnel, blue to officers, green to civilians, and white or black to contractors. Expiration tabs are gold or white with black numerals.

(a) Military. DOD decals (DD Form 2220) will be issued to active duty military personnel and family members who live or work on the installation. PMO/MCPD will also issue retired military personnel, their family members, also un-remarried widows of active duty and retired military personnel, and reserve personnel decals. PMO/MCPD will not issue decals to divorcees without a United States Uniformed Services Identification and Privilege card. PMO/MCPD may issue enlisted

27 AUG 2008

(E-9) and officers (grade O-6 and higher) a grade designation placard to be placed on the driver's side dashboard while on a military installation. Upon departing the military installation, drivers should remove the placard and secure it in a safe place within the vehicle.

(b) Civilian Employees. PMO/MCPD will issue decals to civilians permanently employed aboard the installation. These decals are for the civilian employee's use only. PMO/MCPD will issue all other workers temporary passes. Permanently employed civilians include civil service personnel and non-appropriated fund personnel. PMO/MCPD will not issue more than two sets of decals to each civilian employee. PMO/MCPD issues decals for various periods of time, depending upon the terms of employment. Use by any other person, or violation of access regulations, may result in the employee's loss of registration privileges. Civilian employees issued decals from other military installations are authorized access only during work hours.

(2) Civilian Contractors. Civilians under contract with an installation agency for a minimum of one year may receive a DOD decal. This decal will have a black installation indicator strip with white lettering and the word "only" under the installation indicator. PMO/MCPD personnel will ensure that the days and hours of employment are properly entered in the PMO/MCPD computer. Other contractors will be issued temporary passes. PMO/MCPD may conduct background checks when appropriate for contractors prior to issuing passes or decals.

(3) Validity. A decal is valid only on the vehicle for which issued up to the expiration date. Motorcycle riders will be required to show proof of having completed a Motorcycle Safety Foundation Riders Safety Course before a DOD decal is issued. Decals become invalid upon separation from employment, PCS, disposal or sale of the vehicle for which issued, or a revocation for cause by competent authority. When a decal becomes invalid, the person issued the decal must return the vehicle to PMO/MCPD for appropriate action. The subsequent owner of a vehicle bearing a decal may not use that decal until the vehicle is properly registered aboard the installation.

(4) Decal Replacement and Renewal. Decals are renewable as long as the vehicle's owner maintains eligibility. The person to whom the decal is issued must present themselves to the installation vehicle registration office for a replacement when a decal becomes damaged or otherwise illegible.

Individuals should renew decals at least five days before the expiration date.

(5) Leased and Company Cars. Register leased and company cars, for the exclusive use of a person entitled to register it aboard the installation, in the same manner as POVs. That person, or a person having joint ownership or a power of attorney, must remove the decal and deregister the vehicle upon its return to the company or the leaser.

(6) Suspended Operator. Upon suspension of an individual's installation driving privileges, PMO/MCPD will replace the yellow month and year expiration tabs as follows:

(a) Male Suspension. PMO/MCPD will replace the month expiration number tab with an international orange number tab and place an international orange "M" tab on the driver's side of the DOD decal in place of the year expiration number tab. The decal will be valid for the duration of the suspension.

(b) Female Suspension. Same as above, except PMO/MCPD will place an international orange "F" tab on the driver's side of the DOD decal in place of the year expiration number tab.

(7) Deregistration. Any registered vehicle owner who sells or is discharged due to end of active service (EAS), not retired, must deregister their vehicle. Military units, agencies, and DOD activities are required to have all personnel assigned to their activity check-in and check-out with the PMO/MCPD.

(a) Sale of Vehicle. A vehicle owner must bring the vehicle to PMO/MCPD to deregister it.

(b) PCS. PMO/MCPD will enter into the CLEOC or DONCJIS new installation/unit information if transferring or a forwarding address if retiring or terminating employment and check to see if the driver has any pending traffic violations.

(c) EAS/Retirement. The only vehicle owners authorized to check out without deregistering their vehicle are those personnel retiring from active duty or DOD service.

(d) Power of Attorney. Personnel who intend to sell their vehicle, but have not sold it prior to departing an

27 AUG 2008

installation, may obtain a power of attorney for a person to sell the vehicle. The person checking out must provide a copy of the power of attorney with full identification of the person authorized to sell the vehicle to PMO/MCPD. The owner must maintain insurance for the vehicle. Additionally, the person must agree to release the vehicle to the government, if not sold within 90 days, if kept on the installation. PMO/MCPD will deregister the vehicle, provide a temporary pass for 30 days, and keep the paperwork on file until the vehicle is sold or released to the government.

f. Temporary Registration

(1) Temporary Passes. When a person entitled to a permanent decal does not have the required documentation, PMO/MCPD may issue up to a 30-day temporary pass for vehicles. To acquire a temporary pass, the applicant must provide proof of insurance, valid vehicle registration, and driver's license. PMO/MCPD may issue a 24-hour temporary pass to individuals who have insurance, but do not have proof to enable them time to obtain proof of insurance. PMO/MCPD will issue a temporary pass, valid for one day, to motorcycle operators who cannot provide proof of completion of a DOD approved Level II Motorcycle Safety Foundation (MSF) Rider Safety Course. This allows them access to installation only to register for the next available MSF course at the installation safety center. At that time, the installation safety center will issue a MSF course letter of registration, which authorizes the issue of a temporary pass valid through the scheduled date of the course. Personnel who fail to appear for a scheduled course may be denied registration.

(2) Visitors

(a) PMO/MCPD issues visitor passes to individuals coming aboard the installation for a special event or to visit someone aboard the installation. Visitors must identify an authorized sponsor, and produce a valid driver's license, registration, proof of safety inspection if required, and insurance. Installations may stop allowing visitors at FPCON Charlie or higher.

(b) Sponsors are not required to be present at the visitor center to sponsor guests ages 18 and older. When Force Protection Condition (FPCON) is B or higher, sponsors may be required to remain with their guests at all times, meet their

27 AUG 2008

guests at the visitor center, and escort them aboard the installation.

(c) Contractors assigned less than a year to an installation agency will be issued a temporary pass for the duration of the contract.

2. Access Control - Personnel Identification

a. Military Personnel and Dependents. Active duty and retired U.S. military personnel and their dependents must possess AFID/CAC or United States Uniformed Services Identification and Privilege cards when entering or exiting the installation and must present these when requested by MPs/police officer and security personnel.

b. Civilians. Civilians employed by the installation or tenant commands must present an identification card issued by a military command in order to access the installation. Such identification permits admission only in conjunction with employment or other bona fide purposes, such as visits to the credit union, clubs, or other functions permitted on installation.

c. Visitors or Guests, Commercial or Private. Other civilians, such as guests, commercial delivery, or tradesmen are classified as visitors. Entry of these persons depends upon satisfactory sponsorship and producing adequate personal identification upon request.

d. Command Guests. The PM/PC may authorize passes for official visitors, such as civilian members of athletic teams and youth groups, prospective Marines who have been recruited, but not called to active duty, and similar groups that may be billeted aboard the installation.

e. Reservists and National Guard Members. Reservists who possess a valid AFID/CAC may receive an appropriate DOD decal. Reservists are not required to show active duty orders. Reservists and National Guard members will be granted a liberal access policy to installation establishments (e.g., billeting, clubs, MCCS facilities, recreation areas, beaches, etc.). PMO/MCPD will allow access to vehicles with DOD decals from other military installations.

3. Access Control - Sponsorship

27 AUG 2008

a. Definition. A sponsor is an active duty military service member, reservist, National Guard member, retired military service member, civilian DOD employee or dependent, 18 years of age and older, who invites persons to come aboard the installation as visitors or as house guests, employees, or who engage in trade and agree in contract with an individual civilian, commercial firm or its agents, business persons, sales persons, or any other persons who come within the scope of this policy or installation regulations.

b. Sponsoring Persons or Agencies. Human Resources Offices will sponsor persons applying for civil service employment. The employing activity will sponsor other civilian employee applicants, such as those of non-appropriated fund activities, concessionaires, banking facilities, or schools. Individual hosts will sponsor house guests. The installation commander may question or deny the sponsorship authority of activities or individuals. Persons not included in any of the above categories shall apply to the installation commander via the PM/PC for sponsorship.

c. Non-U.S. Citizens. Refer all requests for entrance from representatives of a foreign government, foreign military service, or foreign private interest, whether U.S. citizens or not, to the PM/PC. Foreign nationals with valid U.S. AFID/CAC or United States Uniformed Services Identification Privilege cards and foreign military members serving with units assigned aboard the installation do not need special sponsorship.

d. Special Arrangements. Under certain circumstances it is advantageous due to command requests, special events, estimated attendance, or other factors, to permit designated individuals to access the installation without obtaining a pass. The PM/PC may approve such arrangements on a case-by-case basis, may authorize access based on an access roster/list, and may authorize special specific-to-the-event passes to be distributed by the activity coordinating the event and returned to the PM/PC after that event.

e. Delivery Vehicles. While not in a heightened FPCON, MPs/police officers and security officers/personnel may allow access without a pass to clearly marked food delivery, construction, or company vehicles with proper logos and documents for delivery entering the installation for the sole purpose of delivering food or materials ordered by an installation resident, business or activity.

f. Procedures

(1) Sponsors must provide advance notice (any time before arrival of guest/visitor) to PMO/MCPD when expecting visitors/guests. Visitors arriving without prior notice must provide a telephone number to contact the sponsor. Call-in sponsorship will be phoned from an installation phone number. Call-in sponsorship from a cell phone number will not be accepted. Inability to contact the sponsor when the guest/visitor arrives may result in denial of access to the installation.

(2) Sponsors expecting guests will provide their name, telephone number, their guest's name, expected time of arrival, and the guest's destination. Upon the guest's arrival, personnel will verify their identification, issue a temporary pass, log in the vehicle information, and allow them to proceed to their destination after verification with the sponsor. Retired and reserve military and their dependents must sponsor their guests aboard the installation in person. Sponsors must meet guests under 18 in person and register them at the visitor center.

4. Access Control - Visitors

a. General Rules. Restrictions and entry requirements concerning visitors are necessary to maintain a security level commensurate with the FPCON level. All persons are required to enforce these regulations with tact and courtesy. General rules for visitors are as follows.

(1) Visitors will abide by all installation orders and regulations.

(2) Visitor passes are valid only for the visit to the place/person originally authorized when the pass was issued.

(3) Visitors must leave the installation directly after completion of the purpose of the visit or by 2400 that day, whichever is earlier. This restriction does not apply to visitors to clubs and quarters. Unless invited to family quarters, authorized visitors of clubs will leave the installation immediately after the club closes.

(4) Sponsors of visitors are responsible for their guests. However, the sponsor need not accompany the visitor at all times unless otherwise required. If a guest violates

installation orders or regulations, the individual who sponsored the guest may lose sponsorship privileges either temporarily or permanently.

(5) Juveniles under the age of 18 who reside on the installation are prohibited from sponsoring guests without permission from a parent or guardian. Permission may be verified in writing, in person, or telephonically at the visitor center.

(6) Ordinarily, visitors must use the most direct route to and from the point they are visiting.

(7) Visitors must provide a driver's license or other means of positive personal identification when requested by MPs/police officers and security officers/personnel.

b. Official Visitors. An authorized representative of the unit or activity sponsoring official guests must furnish telephonic or written authorization. PMO/MCPD will issue such visitors a visitor's pass and direct them to the authorizing organization or activity. For larger groups, the PM/PC may approve an access roster in advance.

c. Personal Visitors: PMO/MCPD may issue personal guests of housing residents a visitor's pass for their vehicle and direct them to the sponsor's quarters after verifying sponsorship.

d. Single Day Visiting Groups or Organizations. All persons who arrange for, or who receive knowledge of command-sponsored visits to the installation by civilian groups or organizations will inform the Public Affairs Officer, who will inform the PM/PC. This includes civilian dignitaries, government officials, members of the press, schools, churches, scouting groups, and similar organizations. All persons who arrange for, or receive knowledge of organized social and religious activities that are not command sponsored or sanctioned special events will inform the PM/PC. In either case, provide a list that includes the name of the visitor or visitors and/or the name of the group (with the name of the sponsor or the person in charge clearly identified), the purpose of the visit, and the approximate date and time the visit is expected to PMO/MCPD in advance. The Environmental Directorate must approve any requests for visits or tours of any wildlife management area.

e. Taxi Cabs. Taxi cabs hired off installation by military personnel, family members, or U.S. Government employees may take their fares directly to their quarters or work areas and directly exit the installation after discharging their fare paying passenger(s). All passengers in every taxi shall show proper identification. The gate sentry will log in each taxi and all passengers before allowing entry. Taxi drivers will remain with their vehicle at all times while aboard the installation. MPs/police officers and security personnel shall allow taxi cabs aboard the installation in response to calls, but taxi cab drivers may not "cruise" or otherwise solicit fares. Only authorized (approved by the installation and published by separate correspondence) taxi cabs may solicit fares by parking in designated taxi stands.

f. Visitor Passes. All visitor POVs that do not have a decal must have a visitor's pass unless otherwise stated.

5. Gate Procedures. Gate sentries shall:

a. Serve as the first echelon of installation security, conducting appropriate inquiry, inspections and control as directed.

b. Expedite traffic through the gate in a timely and efficient manner.

c. Stop all traffic when necessary, e.g., requested by a patrol unit or required by an alarm activation.

d. Conduct static enforcement of all regulations.

e. Provide information and directions.

f. Check for hitchhikers. Hitchhikers picked up off the installation to come aboard the installation are the responsibility of the vehicle operator. Drivers must identify the hitchhikers to the gate sentry at the gate so they may check the hitchhiker's identification or sponsorship.

g. Ensure drivers without a valid AFID/CAC or United States Uniformed Services Identification and Privilege card with no passengers possessing one of these cards are sponsored aboard the installation. These people must obtain a temporary pass from the visitor center prior to being allowed aboard the installation.

27 AUG 2008

h. If a Marine, comply with the 11 General Orders.

i. Review all Military Police Alerts (MPA), special event access rosters, taxi logs, and Distinguished Visitor passes. Return all outdated passes, rosters, and charts to Operations Division at the end of each tour of duty.

j. Assume a modified parade rest position while on gate duty, using the left hand to wave incoming vehicles. Assume the position of attention, render the appropriate greeting, and salute if a Marine when:

(1) Vehicles with a blue officer decal are identified.

(2) Military officers in uniform are identified.

(3) Military officers not in uniform are identified.

(4) Reporting one's post.

(5) Distinguished visitors (DVs) are identified. DVs are as follows: identified by pass, have police escort, general/flag officers, senior Government officials, and elected officials.

k. Although the salute is a simple and dignified time-honored demonstration of courtesy that expresses mutual respect and pride, it is a custom for military members. As such, civilian police officers have no obligation to render salutes but shall demonstrate appropriate deference during times when military members would be required to salute, such as during morning and evening colors, when uncased colors pass by, and when addressing high ranking officers and dignitaries.

l. Police the gatehouse and surrounding area prior to being relieved.

m. Not eat, chew/dip tobacco or smoke while on-duty at the gate, unless otherwise indicated in local orders/procedures.

n. Notify the Dispatch/Communications Center whenever flag officers or dignitaries arrive at the gates, unless otherwise indicated in local orders.

o. Conduct identification checks as directed.

27 AUG 2008

p. Be alert to all incoming traffic and ensure that vehicles with valid decals are not delayed without cause.

q. Allow vehicles with valid DOD decals and temporary passes to enter the installation. Direct vehicles entering the installation without a DOD decal, or with an improper DOD decal, to the visitor center during normal working hours. After normal working hours, issue a 24 hour vehicle pass if appropriate or direct the vehicle to the visitor center if open. An individual must have in their possession the following for a pass:

(1) Current vehicle registration (any state), valid drivers license, proof of insurance, and Armed Forces Identification card or United States Uniformed Services Identification and Privilege card.

(2) Rental vehicles must provide rental agreement, valid driver's license and Armed Forces Identification card or United States Uniformed Services Identification and Privilege card.

r. Process commercial vehicles during FPCON Alpha as follows. 100% commercial vehicle inspections occur during FPCON Bravo and higher.

(1) During peak hours (0530-0800) MP sentries will verify that all commercial vehicle drivers have a valid driver's license and bill of lading, invoice, or similar document demonstrating a destination and services to be rendered/delivered aboard the installation for the cargo that they are carrying. Once screened, the commercial vehicles will be allowed access and will not be logged into the commercial vehicles access log.

(2) During non-peak hours (0800-0530) commercial vehicles with clearly marked company logos will be processed in the same manner as during peak hours and will be logged into the commercial vehicles access log.

(3) Commercial vehicles without clearly marked company logos will be required to show a valid driver's license and bill of lading, invoice, or similar document demonstrating a destination and services to be rendered/delivered aboard the installation and then be directed to the visitor center to be issued a temporary pass or turned away if the driver does not have the proper documentation.

27 AUG 2008

6. Command Authorized Inspections. Inspections are an effective tool for the installation commander to deter the theft of government property and the introduction of contraband, and to detect other illegal activity. When authorized, inspections will be conducted in accordance with reference (d), sections 10600 and 10700, and local policies. Inspections may be held anywhere aboard the installation as approved by the installation commander. Inspections must:

a. Be scheduled in advance and approved by the installation commander.

b. Be coordinated with the SJA to ensure strict adherence to a structured random inspection pattern.

7. Watch Commanders

a. Post the required number of sentries at the gates.

b. Ensure gate sentries execute their duties properly.

c. Visit each gate at least twice during the tour of duty.

d. Implement the barrier plan as required or when directed by the chain of command.

27 AUG 2008

Section 8200 - Restricted Area and Flight Line Security

8201. Purpose. This section provides guidance for restricted areas and flight line security (FLS) aboard Marine Corps installations.

8202. Policy

1. Restricted Areas. The installation commander is responsible for designating restricted areas. When such authority is further delegated to tenant commands, those commanders are responsible for ensuring that the PM/PC is apprised of all designated restricted areas. The PM/PC serves as the installation staff officer responsible for coordinating physical security and law enforcement programs. Areas aboard the installation will be identified as restricted areas or non-restricted areas. PMO/MCPD Operations Divisions have a critical role in patrolling and responding to restricted areas. Section 16100 and reference (ai) provide details of the physical security program. The three levels of restricted areas are One through Three:

a. Level One. The least secure type of restricted area, it contains a security interest that if lost, stolen, compromised, or sabotaged would cause damage to the command mission or national security. It may also serve as a buffer zone for Level Three and Level Two restricted areas, thus providing administrative control, safety, and protection against sabotage, disruption, or potentially threatening acts. Uncontrolled movement may or may not permit access to a security interest or asset.

b. Level Two. The second most secure type of restricted area, it may be inside a Level One area, but is never inside a Level Three area. It contains a security interest that if lost, stolen, compromised, or sabotaged would cause serious damage to the command mission or national security. Uncontrolled or unescorted movement could permit access to the security interest. Flight lines, hangars, ramps, parking aprons, and ramps are Level Two restricted areas, unless designated otherwise.

c. Level Three. The most secure type of restricted area, it may be within less secure types of restricted areas. It contains a security interest that if lost, stolen, compromised or sabotaged would cause grave damage to the command mission or national security. Access to the Level Three restricted area

27 AUG 2008

constitutes, or is considered to constitute, actual access to the security interest or asset.

2. The FLS program is designed to enhance the security of the flight line area through a systematic employment of personnel and equipment. Security priorities are assigned based on the vulnerability assessment/threat and assets being protected. The installation PM/PC serves as the primary staff officer for all FLS matters. FLS duties such as control of entry points, patrol, surveillance, and emergency response will normally be performed by MPs/police officers and security personnel under the operational control of the installation PM/PC.

8203. Procedures

1. Restricted Areas. PMO/MCPD Operations Divisions shall conduct law enforcement operations in support of the installation physical security program. This includes patrolling of and response to restricted areas. All MPs/police officers and security personnel should be familiar with designated restricted areas and appropriate response based on level of security designation.

2. Flight Line Security

a. The PM/PC shall:

(1) Direct the FLS program and security of the database which allows flight line access, ensuring that it is integrated into and supports the overall installation physical security plan as required.

(2) Issue restricted area access badges (non-DOD ID).

(3) Publish local policy and procedures for FLS operations to augment this section if required.

(4) Provide for the constant surveillance of restricted areas to include coordination with tenant commands for augmentation forces as required.

(5) Ensure that personnel are properly trained and equipped per reference (ai).

(6) Ensure the Physical Security Branch conducts annual physical security surveys on flight line restricted areas per reference (ai).

27 AUG 2008

b. Operations Officers/Deputy Chiefs of Police for Operations shall:

(1) Promulgate local policy and procedures for FLS operations as directed by the PM/PC.

(2) Properly train and equip personnel assigned FLS duties per reference (ai).

(3) Conduct FLS operations.

c. MPs/police officers and security personnel assigned to patrol or dispatched to the flight line areas shall:

(1) Patrol the area in a random manner ensuring not to "skyline" their presence and maintain visual contact with as much of the patrol zone as possible.

(2) Stay within assigned patrol zone.

(3) Keep conversations with personnel short, concise, and official.

(4) Patrol in a random manner.

(5) Carry a 9mm pistol/30 rounds and as directed, a 12 gauge shotgun/10 rounds.

(6) Radio the Dispatch/Communications Center once every thirty minutes or as designated on the status of the flight line.

(7) Use a simple challenge of personnel (cooperative).

(a) Inform the dispatcher of the situation, location and number of personnel.

(b) Assume a covered/concealed position or go to one knee if none are available.

(c) Issue the command, "HALT! Who goes there?"

(d) Command the individual to remove their ID card and advance to be recognized. When they approach, command the individual to place their ID card on the deck and step backwards.

(e) Verify identity by matching the face with the picture on the ID card and ask the individual a portion of the social security number.

(f) If all the information is correct, ask the individual his business on the flight line. If necessary, have the Dispatch/Communications Center verify information given by the individual.

(g) After determining the individual is authorized, render the appropriate greeting and allow the individual to proceed. Apprehend the individual if they are not authorized to be in the flight line area.

(h) Inform the Dispatch/Communications Center when the challenge is terminated, an apprehension has or has not been made, and that the area is secure.

(i) Use a complex challenge of personnel (uncooperative/heightened FPCONS).

1. Instruct the individual(s) to halt and place their hands in the air.

2. Immediately notify the Dispatch/Communications Center of the situation, location and number of personnel.

3. Instruct the individual to face away from you, drop to his knees, lay flat on his stomach with his arms outstretched, palms up, and legs spread and toes inboard while waiting for backup.

4. Search and handcuff (if appropriate) the individual when backup arrives.

5. Identify the individual and transport to PMO/MPD for processing (if appropriate).

6. Comply with the use of force requirements set forth in sections 6000 and 6400 and reference (ac).

(j) Use a simple vehicle challenge.

1. Notify the Dispatch/Communications Center of any unauthorized vehicles in the restricted area.

27 AUG 2008

2. Use cover/concealment and command the driver to halt. Request backup if necessary.

3. Command the driver to turn off the engine, set the emergency brake, leave the headlights on, and turn on the dome light (lights pertain to night time only) once the vehicle halts.

4. Cautiously approach the vehicle.

5. Once all individuals are identified, radio the Dispatch/Communications Center that the challenge is terminated and allow the vehicle to proceed.

(k) Use a complex vehicle challenge (suspicious/heightened FPCONS).

1. Perform steps (1) and (2) above for a simple vehicle challenge.

2. Request backup.

3. Follow section 10300 for high risk traffic stops.

(l) Report the post. Once MPs/police officers and security personnel determine through challenging that an individual is the command duty officer, staff duty officer, or other superior in the chain of command, the individual will report his post in this manner:

1. Render appropriate greeting.

2. State his name, rank, patrol zone, and the status of the post.

3. Briefly state any special orders that may be in effect.

4. Briefly state limits of his post and general responsibilities.

d. Aircraft Crash/Mishaps

(1) Off-Installation Response

(a) The Dispatch/Communications Center shall obtain

27 AUG 2008

the following information from the caller if the first notification of an aircraft crash/mishap originates from a source other than the flight line:

1. Specific location and time of crash/mishap.
2. Whether the aircraft is burning and if it contains hazardous material/cargo.
3. Whether there are injured military and/or civilians.
4. Description of aircraft to include letter number markings and colors.
5. Quickest route to accident location.
6. Caller's name, present location, phone number, and home address.

(b) The Dispatch/Communications Center shall:

1. Immediately notify the Airfield Operations Officer (working hours) or Airfield Duty Officer (non-working hours).
2. Notify Fire Department of all pertinent information.
3. Contact the civilian law enforcement agency whose jurisdiction contains the crash/mishap site.
4. If directed by Operations Officer/Chief, Assistant Operations Officer, Deputy Provost Marshal, or PM/PC, initiate a recall of the MP personnel.
5. Continue making notifications.

(c) The Senior Officer/SNCO recalled will identify and organize personnel who have responded to the recall and accomplish the following:

1. Ensure that the responding units have the necessary equipment.
2. Execute timely, safe movement of PMO/MCPD liaison to the crash/mishap site using the following guidelines:

27 AUG 2008

- responding agencies.
- a. Coordinate departure with other
 - b. Use most expeditious route.
 - c. Obey all posted speed limits.
 - d. Keep all vehicles together.
 - e. Activate all code devices on equipped vehicles.

(2) On-Air Field Response

(a) The Dispatch/Communications Center will obtain pertinent information and dispatch one available unit to the air control tower with the following instructions:

- 1. Obey all speed limits unless authorized emergency response by the Dispatch/Communications Center (see section 10500).
- 2. Activate all emergency equipment on the vehicle while responding.
- 3. Proceed to the air control tower, being cautious of other emergency vehicles responding to the crash/mishap.
- 4. Make contact with the air control tower for airfield response and specific instructions.
- 5. Report pertinent information and status to the Dispatch/ Communications Center expeditiously.

(b) All other units will be prepared to respond (if the patrol units have not already responded) with appropriate emergency gear for the crash/mishap site dispatched.

(3) On-Installation Response

(a) The Dispatch/Communications Center will obtain pertinent information and dispatch nearest available patrol unit directly to the crash/mishap site, with the following instructions.

- 1. Obey all speed limits unless authorized

27 AUG 2008

emergency response by the Dispatch/Communications Center (see section 10500).

2. Activate all code devices on the vehicle while moving.

3. Upon arrival at crash/mishap site, notify the Dispatch/Communications Center and be prepared to take appropriate action outlined in paragraph 8203.2d(4) below.

4. Based upon the initial estimate, the Dispatch/Communications Center shall dispatch additional units.

(4) Actions Taken at Off-Installation and On-Installation Crash/Mishaps

(a) Upon arriving at an actual crash/mishap site, responding units will be guided by the IC and the following:

1. Take action to preserve life.

2. Establish a security perimeter (normally approximately 500 feet from the crash/mishap area) and an entry control point a sufficient distance from the site to ensure protection in case of explosion and resulting flying debris, vapors and aircraft material fibers.

3. Use caution when placing personnel on the downwind side of the crash/mishap site because of the possible presence of the aircraft caustic fibers or hazardous material cargo.

4. Permit only the following personnel to remain inside the security perimeter, if required.

a. IC (unit representative or MCAF operations personnel).

b. Other emergency personnel to include Aircraft Rescue and Fire Fighting (ARFF)/Crash Fire Rescue, Fire Department, Explosive Ordnance Disposal, medical personnel.

c. Duty photographer.

d. FAA inspectors.

e. Chaplain.

27 AUG 2008

involved. f. Representatives of group/squadron

g. Aviation safety representatives.

h. Facilities maintenance personnel.

i. Installation Public Affairs Office (PAO)
personnel only (no civilian media personnel unless escorted by
installation PAO personnel).

5. Attempt to locate witnesses and record their
names and addresses.

6. Prevent persons from taking unauthorized
photographs.

 (b) MPs/police officers and security personnel shall
not release any information to media representatives.

27 AUG 2008

Section 8300 - Patrol Procedures

8301. Purpose. This section establishes guidelines for the general organization, administration and operations of PMO/MCPD Patrol Branches, Operations Divisions.

8302. Policy. PMO/MCPD Operations Divisions conduct patrol operations through Patrol Branches. Patrol Branches are normally organized into platoons or watches to conduct 24 hour patrol operations. Patrol operations are normally conducted by MPs/police officers, but security personnel may also be used to conduct security patrols.

8303. Procedures

1. Patrol Design. PMO/MCPD patrol activities are coordinated by the Operations Officer or the Operations Chief. There are many different ways to patrol. The method or combination of methods is based on statistical analysis conducted by the Physical Security Branch/Crime Prevention Section of the PMO/MCPD. When establishing patrol areas and routes, consideration must be given to the following:

a. Mission of the patrol and directives and policies to be enforced.

b. Billeting, transient, and resident population centers.

c. Hours of operation of theaters, service clubs, and community clubs.

d. General information on any recent criminal or mischievous activity.

e. Traffic patterns and frequent accident sites.

f. Installation size and population density.

g. Total mileage to be covered by the patrol.

h. Location of adjacent military and civil police patrols.

i. Location of nearest medical facility, police station, and fire station.

j. Communications capabilities and limits.

k. Personnel available for patrol.

27 AUG 2008

1. Patrol vehicle availability.

2. Manpower Planning and Shift Design. There are multiple sources for sample manpower and task models available through the internet, and other analysis tools that may assist PMs/CPs and their subordinate staff in managing shift strength, and post manning requirements.

3. Conduct of Patrol. The means of patrolling usually depends on operational needs and environmental conditions. For example, MPs/police officers and security personnel can patrol using automobiles, motorcycles, mopeds, ATVs, snowmobiles, boats, etc. and on foot.

a. Foot patrols provide intensive police presence in potential or high crime and high value areas such as Marine Forces headquarters, Joint Force Combatant Commander headquarters, industrial areas, family quarters, and commercial establishments (see section 8400 for more details).

b. Motor patrols provide highly mobile MPs/police officers and security personnel who can respond to a wide variety of police, security and emergency situations. Motor patrols operating in defined areas provide planned continuity of operations and enhance the more intense coverage provided by foot patrols. Motor patrols are also used for traffic control and enforcement of traffic regulations. Motor patrols must maintain constant communication with the Dispatch/Communication Center for response to emergencies that require immediate action. Knowledge of how to request aero-medical assistance, emergency medical treatment, backup, and procedures on proper defensive tactics until help arrives is important. Unmarked vehicles may be used if needed to provide limited warning of police presence. The most effective use of unmarked vehicles is during surveillance operations.

4. Patrol Operations. Patrolling is the primary police/security function of a PMO/MCPD and includes the following activities:

a. Preventive patrolling places a uniformed patrol in the right place at the right time. The primary emphasis of preventive patrolling is having uniformed patrols work areas where analysis shows many people gather at times when the likelihood of crime is greatest. Emphasis is placed on such establishments as the MCX, commissary, package beverage store,

27 AUG 2008

hospital (during evening shift changes), banks, gas stations, and the numerous recreational facilities.

b. Directed patrolling occurs within an assigned zone or area and may be modified as circumstances dictate by supervisors. Directed patrolling actions encompass:

(1) Activities oriented towards prevention of crime and motor vehicle accidents, maintenance of public order, the discovery of conditions that are hazardous to the public, and identification of delinquency causing conditions or situations.

(2) Crime prevention activities.

(3) Response to citizens' calls for police service.

(4) Investigations of criminal activity, traffic accidents, non-criminal incidents and conditions, and arrests of offenders.

(5) Traffic direction and control.

(6) Coordination and assistance in emergency services.

(7) Community policing activities.

(8) Dissemination of information to appropriate divisions/units within the PMO/MCPD and installation leadership as necessary.

5. Organization and Administration. Patrolling is usually the major function of duty platoons or watches within the PMO/MCPD. In organizational structures where there are dedicated patrol squads and gate squads, the following goals apply uniquely to the patrol squad. In integrated operations structures, the goals and objectives are for all duty watch personnel.

a. Patrol Branch Goals and Objectives

(1) To provide police services and enforcement action 24 hours a day in conjunction with other divisions of the department.

(2) To provide preliminary investigations of reported criminal acts and traffic accidents, including the apprehension of criminals, violators and wanted persons.

27 AUG 2008

(3) To initiate actions directed toward the reduction or elimination of criminal activity and other hazards.

(4) To promote rapport between the police and the community through special programs.

(5) To direct specialized operations towards targeted problems and emergency situations.

(6) To plan for and provide police services during special events.

b. Coordination and Cooperation. MPs/police officers and security personnel assigned to patrol cooperate with other areas of the department and may coordinate the exchange of information related to police business through the following:

(1) Preparation and submission of all required official police reports.

(2) Attendance by a CID representative at patrol shift roll calls/guard mounts to facilitate the exchange of information about current criminal activities and other areas of mutual concern.

(3) Review of all PMO/MCPD directives and memorandums at roll call.

(4) Participation with MPs/police officers from other divisions in problem solving projects, task force operations and other joint efforts.

(5) Personal contact with MPs/police officers of various divisions of the PMO/MCPD or other installation employees for specific information.

6. Availability of Service

a. PMOs/MCPDs operate 24-hours a day in order to provide continuous police services to installation personnel and residents. PMOs/MCPDs provide the same level of patrol service in responding to emergency and all other calls for police service, preventive and directed patrols and criminal and traffic investigation and enforcement.

b. In order to provide and maintain patrol coverage, PMOs/MCPDs utilize a shift system that requires MPs/police

27 AUG 2008

officers and security personnel to remain in their assigned areas to respond to calls for service and criminal activity until the oncoming units have checked in-service at shift change. The patrol shifts are composed of squads or platoons of MPs/police officers and security personnel, each of which has scheduled days of work and scheduled days off from duty. Each patrol squad or platoon is led and managed by a Watch Commander who will have an appropriate number of patrol supervisors directly responsible for the day-to-day supervision of the MPs/police officers and security personnel assigned to the unit. Assignments of MPs/police officers and security personnel to the patrol squads will be made in such a manner to allow for a span of control for each patrol supervisor that will not normally exceed twelve MPs/police officers and security personnel. The Watch Commander and patrol supervisor (s) will have the same duty days and days off as the MPs/police officers assigned to the unit.

7. Personnel Assignments

a. MPs/police officers should be assigned to patrol shifts based on the existing demands for police services and availability of total manpower within the department. Management decisions, MP/police officer choice or seniority, can influence specific assignments. The need for MPs/police officers with special certification or training may also be considered when assigning officers to shifts. Such areas may include radar certification, intoxilyzer certification or other sub-specialist status.

b. MPs/police officers will normally be assigned to the patrol zones by supervisors. The zone assignments are made in a manner that will ensure adequate patrol coverage in all designated areas of zone responsibility. The assigned MP/police officer and security personnel are responsible for the basic patrol coverage of the assigned zone during the person's tour of duty. Patrol supervisors may assign specific MPs/police officers to specific zones according to criteria such as management decisions, MP/police officer choice, seniority, special skills, training or certifications.

c. While shift (unit/platoon) assignments are generally permanent, changes will be made on an individual basis in a manner that will provide for the most effective delivery of police services. The PMO/MCPD Operations Division maintains and posts a schedule of any planned shift rotation or rotation of

scheduled days of work and off-duty days.

8. Basic Roll Call Procedures

a. Patrol personnel present themselves for duty to a designated supervisor. The relief is formed and is presented to the Watch Commander.

b. The Watch Commander gives all personnel their specific duty assignments.

c. Personnel and equipment are inspected.

d. Personnel are briefed by the supervisors. MPs/police officers assigned to traffic control posts, gate duties, and foot and motor patrols are briefed on the information they are required to know to perform their duties. Maps and informational material to enhance information covered in the briefing is extremely helpful.

e. Patrols are dispatched by the Dispatch/Communications Center.

f. The patrol supervisors then take charge of dispatched patrol personnel.

g. When two or more patrol supervisors are directed to operate in unison, the Watch Commander designates a leader, or assumes the lead role for the operation.

h. The Dispatch/Communications Center keeps patrol supervisors advised of adjacent patrol operations and foot patrol areas. This permits reinforcement of any areas if it becomes necessary.

i. Roll call for patrol units are normally conducted each day during the first fifteen minutes of the scheduled work shift. During roll call, the Watch Commander or a patrol supervisor conduct inspections of MPs/police officers and equipment and brief them on any information regarding the following:

(1) Daily patrol activities, particularly any unusual situations.

(2) Changes in the status of wanted persons or stolen vehicles.

(3) Changes in schedule or assignment.

(4) New procedures or changes in current procedures.

(5) Hazardous conditions or events which have been brought to the attention of supervisors. This information may be developed by MPs/police officers, PMO/MCPD leadership, criminal investigators, or outside agencies.

(6) Any changes in major investigations, wanted persons or vehicles of particular interest to CID. A CID roll call representative may also receive information from the MPs/police officers.

(7) Roll call training.

9. Multi-Unit Response. Response to some calls for service and incidents may require several MPs/police officers to deal effectively and safely with the problem. The major factors to be considered in determining the number of officers to be assigned to a call will be the nature of the incident and whether or not the incident is in-progress. The following in-progress calls will require at least more than one MP/police officer:

- a. Homicide.
- b. Serious assault.
- c. Rape and sexual assault.
- d. Robbery.
- e. Burglary.
- f. Arson.
- g. Felony larceny.
- h. Assault in progress involving weapons or violence.
- i. Domestic disturbances.
- j. Auto theft.
- k. Suspect fleeing/leaving the area.
- l. Assault on a MP/police officer.

27 AUG 2008

m. Suspect resisting arrest to the extent that use of physical force is necessary.

Note: Some of the above listed calls will not require more than one MP/police officer if it is no longer in progress and the suspect has left the area.

10. Foot/Bike Patrol and Other Special Activities. PMOs/MCPDs may establish foot patrol and bike patrol zones/areas on the basis of need in a particular area and as manpower levels permit. When engaged in foot patrol activity, the MP/police officer will provide information and assistance, traffic control, parking enforcement, assistance in crime prevention programs aimed at businesses and individuals, and will handle calls for service, particularly those relating to pedestrians, businesses and complaints of undesirable/illegal behavior (section 8400 pertains).

11. MPs/Police Officer Responsibilities in Preliminary Investigations

a. The MPs/police officer may conduct the preliminary investigation of any crime or incident requiring initial response by a PMO/MCPD. The MP/police officer preliminary investigative responsibilities include:

(1) Providing aid to the injured, pending arrival of medical assistance.

(2) Protecting the crime scene to ensure that evidence is not lost or contaminated.

(3) Determining if an offense has actually been committed and if so, the exact nature of the offense and the detailed circumstances of the offense.

(4) Determining the identity of the suspect(s) and affecting the apprehension/detention if it can be accomplished either at the scene or through immediate pursuit.

(5) Providing other field units with descriptions, method and direction of travel and other relevant information concerning wanted persons or vehicles through radio communications.

(6) Gathering information from the victim(s) and witness(s).

27 AUG 2008

(7) Arranging for the collection of evidence and photos of the scene.

(8) Obtaining complete identification of all victims, witnesses and suspects including full name, age, date of birth, physical description, and current address and phone number.

(9) If possible, obtaining written statements from the victim(s), witness(s) and suspect(s).

(10) Accurate and complete recording of all pertinent information on appropriate report forms.

(11) Determining the necessity of follow-up surveillance of the crime scene.

b. As soon as the preliminary investigation is concluded by the MPs/police officer, the initial IR should be completed, including all information obtained at the scene of the offense, if/when a criminal investigator was called, and if investigative authority was accepted or declined. Upon completion of the preliminary investigation, as time permits, the MP/police officer will continue to follow-up on the incident until all reasonable leads are exhausted. In certain serious crimes, CID personnel will be called and will assume responsibility for the completion of the investigation or referral to NCIS. The MP/police officer will also discontinue the follow-up when it exceeds his/her scope of authority, is limited by time, or restricted by distance.

27 AUG 2008

Section 8400 - Bicycle and Foot Patrols

8401. Purpose. This section establishes PMO/MCPD guidelines for bicycle/foot patrols.

8402. Policy

1. PMOs/MCPDs are committed to providing a safe community for installation service members, workers and residents. PMOs/MCPDs may utilize bicycle/foot patrols for patrolling those areas determined by the PM/PC (or subordinate leadership) as being appropriate for community outreach type patrols. The bicycle/foot patrol may be utilized for special details and events that call for increased mobility in confined areas, and as an aid in promoting and improving relations between the PMO/MCPD and the community. The objective is to provide a visible police presence and form a solid cooperative relationship with the community.

2. Using bicycles as their primary vehicle, MPs/police officers establish closer one-on-one contact with the community as a whole. MPs/police officers on bicycle patrols will enforce the law as any other MP/police officer would; if information is discovered that needs in-depth development, a supervisor will notify the appropriate operations or investigative supervisor for follow-up. Only assigned personnel shall be authorized to operate unit bicycles and/or equipment.

3. Bicycle/foot patrols are a community outreach function of the Operations Division.

8403. Procedures

1. Personnel considered for assignment to a bicycle or foot patrol should have a high degree of physical fitness, and a general aptitude for service involving significant community interaction.

2. MPs/police officers assigned to bicycle and foot patrol should be used in areas requiring increased mobility during special assignments or events. Areas and/or events with a high population density are appropriate for foot or bicycle patrols.

3. MPs/police officers on patrol may stop, park their vehicle and conduct neighborhood walking patrols. These types of foot patrols should be used in all areas and are most effective in high density housing areas.

4. MPs/police officers assigned to bicycle patrol should be assigned a bicycle, and given responsibility for routine maintenance and upkeep of the bicycle. If assignments are made from a bicycle pool, MPs/police officers must ensure they follow preventative maintenance checks and services procedures, and utilize an inspection checklist, prior to assuming patrol duties. A PMO/MCPD member designated as a bicycle mechanic (or authorized contract agency) will be responsible for second and third echelon adjustments and repairs. When individually assigned, only the MP/police officer assigned to the specific bicycle is authorized to ride that bicycle, unless otherwise approved by a supervisor.

5. MPs/police officers assigned to bicycle patrol will not be required to ride their bicycles during inclement weather, but will be assigned to a patrol vehicle by a supervisor. When not on bicycle patrol, these MPs/police officers may be assigned to regular patrol duty.

6. MPs/police officers assigned to bicycle patrol should, when possible, ride together in pairs. This is for safety, for visibility, and for the protection of the MPs/police officers and their equipment.

7. Bicycles are authorized for use by MPs/police officers except under the following conditions.

- a. When the temperature is 40 degrees or below.
- b. When there is sustained heavy rain, snow or sleet.
- c. When roadway conditions would make operating a bicycle hazardous.
- d. When the temperature is 95 degrees or above.
- e. As directed by a supervisor.

8. Security personnel may be assigned to walking patrols for high value assets.

27 AUG 2008

Section 8500 - Security Alarm Activations

8501. Purpose. This section establishes guidelines for PMO/MCPD response to security alarm activations.

8502. Policy

1. The Marine Corps Electronic Security System (MCESS) was established to ensure a standardized ESS across the Marine Corps in order to protect critical systems. MCESS has been expanded to include other high value areas, areas storing funds, and business areas. MCESS terminates at the installation PMO/MCPD alarm control center (ACC) typically in the Dispatch/Communications Center. See reference (ai) for more information.

2. The following priorities of response will be established in the event of simultaneous alarm activation unless otherwise designated by the installation commander:

- a. Areas designated as vital to national security.
- b. Life threatening situations.
- c. Arms, Ammunition and Explosives (AA&E) storage areas.
- d. Other areas as designated by the installation commander.

8503. Procedures

1. The PM/PC will develop and execute local drills and response plans as follows:

- a. Response plans for each alarmed facility.
- b. Response drills to test plans will be conducted on each alarmed facility at least semi-annually.
- c. Response drills will be recorded in the Desk Journal (OPNAV 5527/19), which will be maintained for two years.
- d. All alarm activations will be treated as actual until determined otherwise.

2. Security Alarm Activations Involving Classified Material

- a. The Dispatch/Communications Center shall:

27 AUG 2008

(1) Follow the procedures set forth in this section.

(2) Post MPs/police officers and/or security personnel to guard the area until the unit representative arrives.

(3) Contact the CO/XO/Adjutant/Director during working hours or the unit Officer of the Day (OOD), who will: (1) determine who has access to the area and (2) conduct an inventory to ensure all classified material is present.

(4) Initiate the notification procedures.

b. Initial responding MPs/police officers and security personnel shall:

(1) Respond in accordance with procedures set forth in this section

(2) Secure the immediate area until a unit representative arrives to assume control. Allow no one to enter without producing specific authorization. The unit will produce an access roster.

(3) Secure classified material or suspected classified material at the scene.

(4) Leave classified material in place and cover it if possible.

(5) Allow no one to photograph or record classified material.

(6) Notify the on-duty Watch Commander or patrol supervisor and have an authorized unit representative assume control of the material.

c. The on-duty Watch Commander shall:

(1) Respond in accordance with procedures set forth in this section.

(2) Take the necessary steps to prevent further compromise of classified material.

(3) Direct the Dispatch/Communications Center to have a unit representative respond.

27 AUG 2008

(4) Relinquish control of the area to the unit representative once it has been determined there was no unauthorized disclosure of classified material.

d. The duty criminal investigator shall:

(1) Respond if there is suspected compromise of classified material.

(2) Notify NCIS, if warranted.

(3) Ensure a proper investigation is conducted.

3. Actions During Security Alarm Activations

a. The Dispatch/Communications Center shall:

(1) Dispatch at least two patrols to contain the area, and a MWD/CPWD team, if available.

(2) Inform responding patrols of the type of alarm and whether or not the alarm reset.

(3) Immediately contact, via a recorded telephone line, the appropriate person in charge of the building or any duty personnel who may be inside the building. If no duty personnel are in the building, request the appropriate person in charge of the building to respond to the scene.

(4) Keep the person who answered the phone on the line as long as possible to obtain information.

(5) If contact is made with the building custodian/duty personnel inside, obtain information to determine the cause of the alarm.

(6) Obtain a complete description of any suspects. A description of the suspect vehicle will be obtained if MPs/police officers are responding from another location. Provide this information to the responding MPs/police officers and IC.

(7) Instruct the individual to depart the building using the main entrance and notify the IC once the area is contained.

b. Initial responding MPs/police officers and security personnel shall:

(1) Respond as directed. Only units directed will respond. All other units remain on patrol.

(2) Respond without code lights or siren and park within a block of the building and deploy on foot. If the tactical situation does not allow for this response, local SOPs should be developed to detail the appropriate response. Maintain noise and light discipline.

(3) Take a covered and concealed position enabling you to observe two sides of the building in coordination with the desk team or other supervisors.

(4) Notify the Dispatch/Communications Center of:

(a) The location, number, and description of suspects, hostages, and types of weapons.

(b) Potential avenues of escape.

(c) Recommended locations for additional units.

(d) Danger areas and kill zones that should be avoided by other responding units.

(5) Fire weapons per reference (ac) and Chapter 6.

(6) Detain/identify all witnesses for interview.

c. The Watch Commander assumes command unless another call takes precedence or he is properly relieved. He/she shall:

(1) Respond and assume control of all responding personnel. Ensure the area is properly contained and adjust units as needed.

(2) Direct gates to close if the suspect fled the area and his description is known. The use of road fangs/barriers is authorized if the sentry makes a positive identification of the suspect's vehicle.

(3) Conduct a quadrant search of the crime scene area using a MWD/CPWD team, if available, and if it is likely that the suspect fled on foot.

27 AUG 2008

(4) If the person in charge of the building is not on the premises, instruct the desk team to contact the IC and verify his identity.

(5) If the person in charge of the building is inside, instruct the desk team to have him exit and make contact with the IC.

(6) Attempt to obtain information on the cause of the alarm and escort the individual into the building to visually inspect the area.

d. If duty personnel are in the building, IC shall:

(1) Direct a MWD/CPWD team to conduct an exterior search of the building.

(2) Obtain keys to the building from the building custodian and conduct a systematic search of the interior of the building for suspect(s) and cause of alarm.

(3) Escort the individual into the building and conduct an inventory to ensure nothing was taken and reset the alarm.

e. All responding MPs/police officers and security personnel shall:

(1) Field interview people in the surrounding area.

(2) If the alarm is determined to be authentic and there is a possibility of suspects in the building, respond per policy.

(3) Complete an IR for all actual alarm responses if there are signs of forced entry, property damage or stolen property. When completing an IR, if a person is asked personal identifying information, the MP/police officer must read the person the privacy act statement at the top of the IR.

(4) Complete a Desk Journal entry for all non-actual alarms.

f. Malfunctioning/Inoperative Alarms. The Watch Commander shall ensure the on-duty MPs/police officers and security personnel:

(1) Respond as directed above.

27 AUG 2008

(2) Take compensatory security measures to maintain security until the responsible unit establishes security for the scene.

(3) Notify the Physical Security Branch.

(4) Make an entry in the Desk Journal noting the location and discrepancies.

Section 8600 - Unbiased Law Enforcement

8601. Purpose. This section emphasizes the Marine Corps Law Enforcement community's commitment to unbiased, equitable treatment of all persons in enforcing the law and providing law enforcement services.

8602. Policy. Maintenance of public trust and confidence in PMOs/MCPDs is critical to effective policing, and is achieved largely through fair and equitable treatment of the public and the installation community as a whole. This is a basic requirement of law enforcement and is expected by all persons in our society. All persons having contact with members of PMOs/MCPDs shall be treated in a nonpartisan, fair, equitable, and objective manner, in accordance with the law, and without consideration of their race, color, national origin, or other individual characteristics or distinctions as defined in this section.

8603. Definitions

1. Biased Policing. Discrimination in the performance of law enforcement duties or delivery of police services, based on personal prejudices or partiality of MPs/police officers that interferes with their professional judgment, or training, departmental policy, or adherence to law. Bias-based policing, also referred to in some instances as "profiling", includes but is not limited to prejudicial decisions affecting individuals in classes protected by federal and state law. It also includes, for example, persons with whom MPs/police officers have such "personal involvement" that they cannot act impartially, as defined herein.
2. Equal Treatment. In the present context, equal treatment means that persons, irrespective of race or other distinction, shall be treated in the same basic manner under the same or similar circumstances. This does not mean that all persons in the same or similar circumstances can or must be treated identically in all cases. Reasonable concessions and accommodations may be, and sometimes should be made, when dealing with individuals with physical or mental disabilities, injury, illness, infirmity, or similar conditions, or when information about them necessitates different treatment.
3. Police Service Functions. Sometimes referred to as community caretaking functions, these are actions and activities that may not directly include enforcement of the law but that contribute to the overall well-being and safety of the public.

These include but are not limited to such tasks as vehicle/weapons registration, lost and found, crime prevention, preventative patrol, traffic control, public information, education, assistance, and similar activities.

8604. Procedures

1. Fair and Equal Treatment. Bias-based policing is prohibited in both enforcement of the law and in the delivery of police services. The following provisions apply:

a. MPs/police officers may not use race, color, national origin, ethnic background, gender, gender identity, sexual orientation, religion, appearance, economic status, age, or cultural group as the sole criteria for determining when or how to take enforcement action or provide police services.

b. MPs/police officers must be able to articulate specific facts and inferences drawn from those facts that establish reasonable suspicion or probable cause to take any enforcement action.

c. MPs/police officers shall take equivalent enforcement actions and provide equivalent services to all persons in the same or similar circumstances.

d. MPs/police officers who believe that they cannot make objective judgments, uninfluenced by prejudicial views or attitudes, intolerance to or preference for certain individuals, that are related to the situation at hand shall, as soon as reasonably possible, request that another MP/police officer assume responsibility for the matter.

e. Unless exigent circumstances exist, MPs/police officers shall not engage in law enforcement matters when it involves a family member, friend, or relative such that the MP's/police officer's objectivity may be, or may appear to be, compromised.

f. Nothing in this section prohibits MPs/police officers from identifying traits and characteristics of persons, such as race, ethnicity, or national origin in combination with other facts to assist in establishing reasonable suspicion or probable cause in the same manner that MPs/police officers would use hair color, height, weight, or gender for such purposes.

2. Complaints. MPs/police officers who witness or who are aware of instances of bias-based policing shall notify their

27 AUG 2008

supervisor of the incident. The Marine Corps law enforcement community takes allegations of bias-based policing seriously. All such complaints shall be forwarded to the PM/PC or higher authority for investigation. PMOs/MCPDs, or the installation Inspector's Office, shall maintain data relating specifically to complaints of biased policing. Information shall be provided to the installation commander, or higher authority, in a manner most suitable for administrative review, problem identification, and development of appropriate corrective actions. Section 18400 addresses complaints and investigations of police misconduct.

3. Training. All MPs/police officers will receive basic and in-service training, and where deemed necessary, remedial training as defined by the training authority on subjects related to law enforcement ethics, cultural diversity, police-citizen interaction, standards of conduct, conducting motor vehicle stops, and related topics suitable for preventing incidents of biased policing.

Section 8700 - Selective Enforcement Operations

8701. Purpose. This section establishes PMO/MCPD guidelines for selective enforcement operations.

8702. Policy. A fundamental goal of law enforcement is the preservation of lives/property and the physical safety of the population. Through analysis of trends in criminal activity, traffic accidents and speed infractions, PMOs/MCPDs may focus law enforcement efforts to maximum effect by establishing selective enforcement sites/areas and operations.

8703. Procedures

1. Goals

a. Selective Traffic Enforcement. The first selective enforcement goal is the reduction of traffic accidents through the enforcement of traffic laws in high accident areas. The selective traffic enforcement program shall be based on the following data.

(1) Analysis of reported accidents.

(2) Analysis of traffic enforcement activities.

b. Selective Crime Enforcement. The second selective enforcement goal is the reduction of crime, in high crime areas or where crime trends exist, through increased investigation, patrol, and surveillance. The selective crime enforcement program shall be based on the following data.

(1) Analysis of investigated crime by CID or Investigations Branch.

(2) Analysis of reported crime by the Physical Security Branch/Crime Prevention Section.

(3) Identifiable trends based on frequent calls for service or response to the same general area.

2. Traffic Enforcement

a. Traffic analysis may be conducted by trained accident investigators assigned to an Accident Investigations Unit/Traffic Branch, or within the Operations Division using trained personnel. The analysis will be furnished to the

Operations Officer, and a selective enforcement operation may be conducted based on the results, upon approval of the PM/PC. Based on the above analysis, the PMO/MCPD may do the following.

- (1) Implement selective enforcement techniques.
- (2) Determine the most practical use of equipment.

b. All selective traffic enforcement activities initiated shall be directed toward violations in direct proportion to the frequency with which they occur in accident situations and to respond to traffic-related needs that are brought to the attention of PMO/MCPD through citizen complaints, MP/police officer observations, traffic accident data, and by direction of the installation commander.

c. The Accident Investigations Unit/Traffic Branch, or designated PMO/MCPD Operations Division representative, shall prepare an annual evaluation of the effectiveness of selective traffic law enforcement efforts. Traffic enforcement data shall be maintained for three years for comparative analysis. Based on this analysis, personnel shall be deployed to geographic areas identified as having the greatest number of accidents and requests for traffic-related services.

- (1) An overall evaluation of the results.
- (2) Yearly traffic citation and warning activity totals in comparison to the previous year's totals.
- (3) Areas of concern and proposed plan of action to correct any deficiencies.

d. Personnel Deployment

(1) Actions to be taken at these high incidence areas shall include the following:

- (a) Use of speed measuring devices.
- (b) Visual monitoring of location.
- (c) Citing of violators.

(2) Specific personnel deployment may be accomplished through assignment of on-duty shift personnel, special deployment of the accident investigators or other (non-patrol)

27 AUG 2008

MPs/police officers to provide the necessary manpower to accomplish the task.

3. Crime Enforcement

a. Crime analysis is routinely conducted by CID/Investigations Branch and the Physical Security/Crime Prevention Branch. CID/Investigations Branch will typically base their analysis on investigations conducted and leads followed. Physical Security/Crime Prevention Branch analysis is normally based on types of reported crime. Selective enforcement based on frequent calls for service or a high number of responses to the same area are normally initiated by the PM/PC after identifying these trends based on blotter briefs and review of reports.

b. CID/Investigations Branch or the Physical Security/Crime Prevention Branch or as designated shall prepare an annual evaluation of the effectiveness of selective crime enforcement efforts. Crime enforcement data shall be maintained for three years for comparative analysis. Based on this analysis, personnel shall be deployed to geographic areas identified as having the greatest number of incidents and requests for crime prevention services.

(1) An overall evaluation of the results.

(2) Yearly crime activity totals in comparison to the previous year's totals.

(3) Areas of concern and proposed plan of action to correct any deficiencies.

c. Personnel Deployment. Crime enforcement may be a combination of CID/Investigations Branch, Operations Division, and Services Division personnel. Personnel deployments will be directed as necessary on a case by case basis depending on the situation and the plan.

4. The Operations Officer/Deputy Chief of Operations, Services Officer, CID Officer in Charge/Chief Investigator, or designated representative, shall obtain data for identifying enforcement problem areas, conduct detailed planning for approval of the PM/PC, and coordinate work force deployment to those areas. The PM/PC will make a decision on who has the lead when necessary, based on the type of incidents, required enforcement, and who is best suited to lead the selective enforcement operations.

27 AUG 2008

5. The Watch Commander shall assign MPs/police officers to identified problem areas, as directed.

Section 8800 - Police Notebooks, Desk Journals
and Patrol Records

8801. Purpose. This section provides preparation, retention and distribution guidelines for police notebooks, Desk Journals and patrol records.

8802. Policy. One of the critical functions of the PMO/MCPD is accurate and timely notification of incidents to the installation commander, tenant commanders, and departments aboard the installation. Individual MPs/police officers use police notebooks to record pertinent information in the performance of their duties. This information assists individuals in writing reports to include the IR (OPNAV 5580/1) and complete Desk Journals (OPNAV 5527/19) that contain information to assist commanders and decision makers in the performance of their duties. When completing an IR, if a person is asked personal identifying information, the MP/police officer must read the person the privacy act statement at the top of the IR.

8803. Procedures

1. Individual MPs/police officers shall maintain police notebooks as follows:

a. Record neatly in the front inside cover of the notebook, the date and time the book was opened and his/her signature.

b. Record pertinent information from roll call and other briefings.

c. Record information concerning any incident/complaint he/she responds to or field interview he/she initiates.

d. Close out the notebook by placing the date, time, and signature on the back inside cover.

e. Retain notebooks per reference (b) SSIC 1630.5.

f. Do not tear pages from the notebook.

g. Only document police related information.

h. Never leave the notebook unattended or unsecured.

27 AUG 2008

- i. Use black ink when making entries in the notebook.
 - j. Write in a neat and legible manner.
 - k. Line out mistakes with a single line and initial.
 - l. Do not document more than one case on any given page unless more than one case is related. Conclude documentation and resume on a new page.
 - m. Obtain a new notebook from the Watch Commander when fewer than three blank pages are left.
2. The Watch Commander shall:
- a. Issue each MP/police officer a green 3x5 bound government issued notebook as needed.
 - b. Periodically inspect the notebooks during roll call to ensure proper use and maintenance.
 - c. Obtain new notebooks from supply as necessary.
 - d. Ensure MPs/police officers retain completed notebooks per reference (b) SSIC 1630.5.
3. Desk Journals reflect and document the day-to-day operations and responses of the on-duty watch of the Operations Division. Journals document much more than case control number (CCN) reportable items and are expected to provide enough detail for a reader to fully understand the synopsis. Watch Commanders are responsible for its construction and accuracy. The period covered will be commensurate with the blotter; including format.
- a. Desk Journal entries are made in chronological sequence and, unless the automated version used in DONCJIS, will consist of:
 - (1) Opening Statement: "JOURNAL OPENED"
 - (2) Late Entries: Incidents not entered in the Desk Journal on the date and time they were reported to the PMO/MCPD. Late entries will be entered as the next entry on the running journal.

(3) Regular Entries: Incidents or events that occur in the order they were reported to the PMO/MCPD. These entries will include reported crimes and significant incidents.

(4) Restricted entries are recorded with a title line, CCN and reporting MP/police officer. No other reported information will be documented on the Desk Journal.

(5) The following are examples of what constitutes journal entries:

- (a) Medical assists.
- (b) Money escorts.
- (c) Shift changes.
- (d) Alarm activations.
- (e) Morning and evening colors.
- (f) Assistance rendered.
- (g) Beach/perimeter checks.
- (h) Enforcement operations (e.g., RAMs, vehicle inspections, radar operations, etc.).
- (i) Criminal and non-criminal reported incidents.

(6) Action Taken column:

- (a) Place the rank and name of responding MPs/police officers.
- (b) List all notifications, including internal PMO/MCPD notifications.
- (c) List totals for Marine Corps area security checks and vehicle lockouts.

(7) Closing Statement: "JOURNAL CLOSED".

b. Desk Journal Distribution

(1) The Desk Journal will be sent to personnel who, because of their billets, require the information in the

performance of their duties, such as commanding officers, sergeant majors, legal officers, SJAs, Inspectors, FSC/Family Advocacy Program, etc. The PM/PC will determine who is authorized for distribution of the Desk Journal.

(2) The Desk Journal will be distributed only after review or approval by the PM/PC.

(3) Restricted entries will only be distributed to the affected command(s).

27 AUG 2008

Section 8900 - Courts Martial and Federal Court
Attendance and Verification

8901. Purpose. This section provides guidelines for MP/police officer courts martial and federal court attendance and verification.

8902. Policy. The success of a criminal prosecution is determined not solely by the quality and quantity of evidence, but also by the manner in which it is presented by MPs/police officers in a court of law. A MP's/police officer's appearance, demeanor, attitude, and ability to accurately convey evidence in a fair and professional manner are essential. Therefore, it is Marine Corps policy that MPs/police officers comply with the preparation, appearance, and testimonial guidelines provided herein.

8903. Definitions. Court, for the purposes of this section, applies both to Courts-Martial and federal court.

8904. Procedures

1. Preparation for Trial

a. MPs/police officers shall fully cooperate with requests from the military justice officer/trial counsel/prosecutor in preparation of cases for trial, and may seek pre-trial conferences whenever the seriousness of charges or complexity of cases dictates a need to do so.

b. Prior to court appearance, MPs/police officers shall be familiar with the basic rules of evidence and shall seek clarification of any legal issues that may arise during the trial.

c. Prior to trial, MPs/police officers designated for court appearance shall review case documentation to ensure that they are completely familiar with the facts involved. In addition, MPs/police officers shall provide all reasonable assistance necessary as requested by the military justice officer/prosecution to ensure that:

(1) All evidence will be available at trial.

(2) Witnesses have been notified of the date, time, and place of trial and have adequate means of transportation.

27 AUG 2008

(3) Witnesses have been adequately informed of what is expected of them during testimony, that they have been advised not to offer personal opinions or conjecture, and to respond to all questions accurately and truthfully.

(4) That any legal questions of witnesses are referred to the military justice officer/trial counsel/prosecutor for clarification.

d. In pretrial conferences with the military justice officer/trial counsel/prosecutor, MPs/police officers are responsible for providing all information relevant to the case, even though it may appear beneficial to the defendant. No detail should be considered too inconsequential to reveal or discuss.

e. There shall be no communication between MPs/police officers and defense attorneys with regard to pending criminal cases, without express approval of the military justice officer/trial counsel/prosecutor.

f. MPs/police officers shall not testify for a defendant in any criminal case without being legally summoned/directed to appear.

2. Appearance in Court

a. Police officers shall receive compensation for appearance in court during off-duty hours per agreements of the PMO/MCPD and the HRO, in accordance with established means of calculation. Compensation shall be paid only when police officers comply with procedures established by the PMO/MCPD/HRO for court appearance to include, but not limited to, supervisory notification/approval and compliance with documentation procedures for overtime pay.

b. MPs/police officers who are late or unable to appear on a court date shall notify the appropriate court authority as soon as possible, providing name, defendant's name, court designation, and reason for absence or tardiness. The reason for absence or tardiness shall be reviewed by the PM/PC and may be referred for disciplinary review.

c. MP's/police officers' physical appearance, personal conduct, and manner shall conform to the highest professional police standards.

27 AUG 2008

d. When testifying, MPs/police officers shall:

(1) Restrict remarks to that which is known or believed to be the truth.

(2) Respond directly but only to questions asked and avoid volunteering information or going beyond the scope of the question.

(3) Speak naturally and calmly in a clearly audible tone of voice.

(4) Use plain, clearly understood language and avoid using police terminology, slang, or technical terms; and display a courteous attitude and maintain self-control and composure.

3. Verification. Upon completion of court attendance, MPs/police officers shall present themselves to the Operations Officer to verify their court attendance. Police officers shall also provide written documentation for their time spent in court.

Chapter 9

Patrol Officer Procedures

Section 9000 - Patrol Officer's Procedures
(Juvenile Offenders)

9001. Purpose. This section provides MPs/police officers with response procedures for juvenile offenders.

9002. Policy

1. Sections 2000 and 2100 set forth the jurisdiction of the installation commander and MPs/police officers on military installations. This jurisdiction is not affected by the age of an offender. However, the procedures for the handling of juvenile offenders are different from adult offenders. These procedures are found in reference (ah) and in applicable state laws.

2. Public Law 93-415. Reference (ah) applies whenever a juvenile is taken into custody for an offense. This law does not define offenses, but rather establishes procedures for the treatment of juveniles, removing them from the normal criminal process.

3. Military Jurisdiction. Active duty military personnel under the age of 18 are subject to reference (c). The provisions of reference (ah) do not apply to active duty personnel.

9003. Definitions

1. Juvenile. The age limits for classifying persons as juveniles vary according to the laws of the particular state, for example, emancipated by marriage, franchised juvenile/adult. Reference (ah) defines juveniles as "any person who has not attained his 18th birthday."

2. Juvenile Delinquency. Less juvenile status offenses (curfew, truancy, etc.), juvenile delinquency is the violation of a law or laws of the United States committed by a person prior to their 18th birthday, that would have been a crime if committed by an adult.

9004. Procedures

1. Whenever a juvenile is taken into custody for an act of

27 AUG 2008

juvenile delinquency, and the juvenile is going to be questioned regarding the act, the juvenile must be provided with appropriate constitutional warning against self-incrimination and the right to legal counsel. This warning must be provided in language that the juvenile understands and must be made in the presence of the juvenile's parent, guardian, or custodian.

2. The parent(s), guardian(s), or custodian(s) must be notified that the juvenile is in custody, the exact nature of the alleged offense, and the juvenile's rights against self-incrimination. This notification must be made immediately after the juvenile is taken into custody and the identification of the responsible adult is obtained. The time of custody, the time of notification and the identity and relationship of the person notified must be included in the IR. This notification is the responsibility of the PMO/MCPD and must be made even if the matter is referred to NCIS.

3. Fingerprints or photographs of juvenile suspects cannot be taken without permission from the legal guardian or the written order of a federal judge or magistrate, or the judge of a state juvenile court. This does not apply if the juvenile is prosecuted as an adult.

4. Reference (ah) requires that a juvenile in custody be "taken before a magistrate forthwith," and shall not be detained for longer than a reasonable period of time before being brought before a magistrate.

5. As a practical matter, juveniles detained by MPs/police officers for minor offenses are normally released to the custody of their parents. In many instances, a minor offense can be disposed of without formal action.

6. Serious offenses, or offenses involving repeat offenders, may require administrative or judicial action.

a. Offenses under the jurisdiction of NCIS should be referred to NCIS at the earliest possible time. Juveniles detained on offenses under NCIS jurisdiction should be turned over to NCIS, providing that there is no unreasonable delay which would violate the provisions of reference (ah).

b. Incidents involving juvenile dependents may be referred to the installation commander for administrative action.

c. Within areas under United States jurisdiction, juvenile

27 AUG 2008

offenders may be referred to local police juvenile authorities. PMs/CPs should establish liaison with local police to develop working agreements for the referral of juveniles.

7. There are no special requirements set forth in federal law concerning the interview of a juvenile as a witness by MPs/police officers. During the "on scene" phase of any incident, juveniles may be interviewed in the same manner as any other witness.

8. The age of an offender has no effect on the need for MPs/police officers to keep detailed and accurate records of any incident or complaint. The IR, OPNAV 5580/1, will be prepared in each situation which fits the criteria for that form. When completing an IR, if a person is asked personal identifying information, the MP/police officer must read the person the privacy act statement at the top of the IR. Any other forms will be used as necessary. As with other reports, one copy of the complete report will be provided to NCIS. No special handling is required for a report on a juvenile provided to NCIS.

9. Juvenile Offenses. The great majority of contacts between MPs/police officers and juvenile offenders involve a limited number of offenses. The following are the more common offenses involving juveniles:

a. Traffic violations such as speeding, drag racing, and reckless driving are common violations by juveniles. Alcohol related violations such as driving under the influence (DUI), driving while intoxicated (DWI), and possession of an open container of liquor are also common. Driver's licenses of juveniles should be carefully checked for signs of alteration of age since these are often used by underage juveniles to illegally purchase alcoholic beverages or tobacco products.

b. Disturbing-the-peace/disorderly conduct. Occasional boisterous activity and fighting can occur among groups of juveniles. This activity may involve drug abuse and/or the illegal possession of alcoholic beverages.

c. Vandalism of public and private property is most often perpetrated by juvenile offenders. Schools, government buildings, and other buildings that represent authority are common targets, as well as housing areas.

d. Larceny and burglary. Housebreaking and petty thefts

27 AUG 2008

are frequent juvenile offenses. Such acts will normally involve the theft of small value items or small amounts of money. Marine Corps exchange facilities and seven day stores are frequent targets for juvenile shoplifters.

e. Curfew violations. Violations of established curfew hours are common juvenile offenses.

f. Gang violations. It is not uncommon for juveniles to be involved in gangs or gang related activity. Gang violations include those listed above as well as many more serious crimes. MPs/police officers must be extremely cautious when approaching and interacting with a gang or potential gang, as they may be armed and/or prone to violence. In many locations, it has become a violation to be a member of a gang.

10. Watch Commanders should be involved in all decisions regarding juveniles. MPs/police officers shall detain and process juveniles for the following offenses:

- a. Disturbing-the-peace/disorderly conduct.
- b. Larceny and burglary.
- c. Curfew violations.
- d. Acts that if committed by an adult would be felonies.
- e. Delinquent acts involving deadly weapons.
- f. Gang-related offenses.
- g. Delinquent acts involving assault.
- h. Delinquent acts while on probation or parole or when they have charges pending against them.
- i. Delinquent acts as repeat offenders.
- j. When it has been determined that parental or other adult supervision is ineffective.
- k. Liquor violations.
- l. Child or sex offense.

27 AUG 2008

11. Enforcement Alternatives. MPs/police officers dealing with juveniles may exercise reasonable discretion as outlined in this section in deciding on appropriate actions except for offenses listed in paragraph 9004.9. Alternatives that may be considered include the following:

- a. Release without further action.
- b. Release after conducting a field interview.
- c. Informal counseling to inform the youth of the consequences of his actions.
- d. Referral to parents, guardians or responsible adult including transporting the youth home or making telephone contact with the parents, guardians or responsible adult.
- e. Informal counseling of parents or responsible adult.
- f. Limited custody and PMO/MCPD station house warning.

12. A MP/police officer may also take a juvenile into custody if the youth is lost, seriously endangered, or is a runaway. In all such cases, these juvenile shall be held in non-secure custody at PMO/MCPD and MPs/police officers shall contact the child's parents or guardian as soon as possible. Where parents or guardians cannot be contacted or refuse to accept custody, the MPs/police officers shall contact local police, sheriff department, or an approved child agency for disposition.

27 AUG 2008

Section 9100 - Patrol Officer's Response Procedures
(Domestic Violence)

9101. Purpose. This section provides MPs/police officers with response procedures for domestic disturbances.

9102. Policy

1. Annually, numerous police officers are killed or injured responding to domestic violence calls. Several major metropolitan police departments have estimated that up to 40 percent of all service connected injuries occur while answering family crisis calls. Proper training for MPs/police officers should reduce injuries, provide assigned personnel specific skills and methods for responding to crisis situations, and increase MPs/police officer's ability to defuse volatile situations and refer individuals to the appropriate social agencies.

2. The role of law enforcement in a personal crisis is a very controversial subject. Many believe that family crisis intervention is a job for social workers, not MPs/police officers. Because of several factors unique to law enforcement agencies, family crisis management will continue to be a law enforcement responsibility. As such, training and policies that enable MPs/police officers to effectively and safely intervene in crisis situations must be enhanced. Factors affecting law enforcement intervention are:

- a. Ability to respond 24 hours a day.
- b. Requirement to respond to disturbance calls.
- c. Capable of immediate response.
- d. Available communication and transportation systems.
- e. Authority to physically intervene in a dispute and apprehend, if necessary.
- f. Position in community that fosters association with agencies that can assist with long term resolutions.

3. For the Marine Corps, PMOs/MCPDs perform the law enforcement function as part of the Coordinated Community Response (CCR) to domestic violence. PMOs/MCPDs work closely with Personal Services Directorate Family Service Center/Family Advocacy

27 AUG 2008

Program (FAP), SJA, Substance Abuse Counseling Center (SACC), Branch Medical Clinics/Naval Hospitals, commands, NCIS, and other agencies to address domestic violence.

9103. Procedures

1. MPs/Police Officer Duty Expectations

a. MPs/police officers shall notify the Dispatch/Communications Center of all domestic violence.

b. The objective of intervention should be to take action that will defuse the crisis and prevent any immediate reoccurrence.

c. MPs/police officers must impartially mediate a solution by addressing the incident that provoked the crisis. MPs/police officers cannot be expected, nor should they attempt, to resolve long-term/deep-rooted problems. The law enforcement responsibility is to direct the parties to a point where they can regain control over their behavior and neutralize any further violence, separate or apprehend, as needed, and refer them to the appropriate organization for a long-term solution. The parent command of the individual involved should be contacted immediately to determine appropriate immediate action if apprehension is not required (place Marine in the barracks, etc.).

2. Dispatch/Communications Centers (Desk/Dispatch Teams). In answering domestic disturbance calls, responding Dispatch/Communications Centers must have all available information on the family and the situation. The Dispatch/Communications Center has the responsibility for obtaining as much information as possible about the situation and the individual making the complaint. In a disturbance call, the following actions should be taken:

a. Obtain data concerning the disturbance - who, what, when, where, and how, and if weapons are involved or available.

b. Obtain a narrative description of the situation. The complainant should be kept on the telephone in case new events change the situation prior to the arrival of the responding MPs/police officers.